



Natural Resources Conservation Service
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UTAH BULLETIN UT360-09-01

October 9, 2008

SUBJECT: PER – USE OR LOSE ANNUAL LEAVE

Purpose: To remind employees that have excessive leave, commonly known as “use or lose” (annual leave over 240 hours), of the requirement to use the balance by January 3, 2009, or it will be forfeited.

Approval of leave is a discretionary matter reserved to supervisors. The taking of leave is not an absolute right afforded an employee, but is conditioned on the needs of the federal service. Employees should plan in advance and schedule annual leave with their supervisor to allow for fair office coverage. Any type of leave used in excess of three (3) consecutive workdays must be requested on an OPM 71, Request for Leave or Approved Absence form (attached).

Managers and supervisors authorized to approve leave have the responsibility of scheduling employees' absences in order to:

- (i) maintain the workforce necessary for mission accomplishment;
- (ii) permit employees to make adjustments in their plans in order to meet work requirements;
- (iii) ensure all absences from scheduled tours of duty are charged to the appropriate leave category; and,
- (iv) ensure employees know procedures for requesting and using leave.

Please note that annual leave can only be restored due to an administrative error, sickness or exigencies of public business. For such leave to be restored, it must be scheduled in writing three pay periods prior to the end of the leave year. Requests for leave restoration cannot be requested until forfeiture after the end of the leave year, but not later than April 1, 2009. Requests must be submitted through supervisory channels to the State Conservationist following the procedures outlined in GM 360 part 415.

Reference: General Manual 360 Part 415.

Expiration Date: January 3, 2009

Contact: Sharon Jensen (801) 524-4576 or sharon.jensen@ut.usda.gov

/s/ Todd C. Nielson

TODD C. NIELSON
State Administrative Officer

Attachment

Distribution: E